

California Housing Finance Agency Job Opportunity

Staff Services Analyst/Associate Personnel Analyst

Salary Range	SSA = \$2632-4155 APA = \$4111-4997
Final File Date	Open until filled
Division	Administration Division, Human Resources Office
Specific Location	14 th & L, Downtown Sacramento
Tenure & Timebase	Permanent & Full-time
Number of Positions	Two
Questions?	Contact Carol LiVecchi at 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Qualified candidates must have eligibility for State employment, or be in a reachable rank on an employment list for this classification, or be currently in this classification, or have transfer eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants be sure to attach proof of this status to your application.
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034
Duties <i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i> <i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i>	<p>If you have decided that HR is the place for you, and you are willing and excited to learn more about it, CalHFA's HR Office may be the place for you. We are seeking a creative, friendly, flexible, critical thinking individual for our HR shop which is small yet very busy, hands-on and customer service oriented. If selected, you will work in a team supportive environment with growth potential. In addition to providing HR support to the Agency's divisions, we are looking to expand our recruitment program with progressive and innovative ideas and strategies. Duties may include (depending on class level and expertise) but aren't limited to:</p> <ul style="list-style-type: none"> • Provides advice, assistance and/or recommendations to managers and supervisors regarding civil service laws, rules, MOUs, policies and procedures specifically related to employee/employer related matters. • Administers civil service (open, promo, and CEA) exams and serves as Chairperson on interview panels. • Works collaboratively to administer, develop and oversee all phases of the selection process, and prepares all selection documents including exam planning document, exam bulletins, PREs, exam questions, and rating guides. • Analyzes and makes determinations on personnel action requests – ensures that requests are in compliance with State policies, laws, rules and procedures governing personnel, labor relations, and equal employment opportunity.